

Department of Public Health  
and Human Services

Section:  
POLICIES AND PROCEDURES

TANF CASH ASSISTANCE

Subject:  
Cash Management

**Supersedes:** TANF 1800-1 (07/01/05)

**► Reference:** Montana Operations Manual (MOMS) Volume II, Section 2-1200; SB 413  
2007 Legislative Session

GENERAL RULE--This policy is enacted to establish and maintain a system of internal controls over collections and deposits. This system will provide a reasonable assurance that procedures for the collection of monies and the deposits are performed properly in the county offices, Fiscal Bureau, TPL Unit, and CSED.

## COUNTY OFFICES

1. Dual control for incoming collections should be implemented. One person should not perform multiple duties such as record keeping and completing the Payment Receipt Form (HCS-562). These should be kept separate. **Offices with one employee would be the only exception to this rule.**
2. Open all sealed envelopes dropped off at the OPA. If the participant is present, request that they open the envelope for you. Do not mail without including a Payment Receipt Form.
3. Checks and money orders must be "pay to the order of: DPHHS or Department of Public Health and Human Services". If a two-party check from an insurance company is accepted for Third Party Liability (TPL), the recipient must write in the endorsement space "Pay to the order of DPHHS" and sign below.
4. Stamp all checks with the following endorsement at the time of initial receipt: "For Deposit Only, To The Demand Account of the Montana State Treasury, DPHHS 6901". **This is the only allowable endorsement.**
5. The check is immediately recorded on an internal log by the first person receiving it. (See copy of the log in this section) The log shall contain the following information:

Check Date

Check/Money Order # (indicate if cash)

Payment Amount

"Payer" Name and Address

"Payee" Name and Social Security Number

Payment given to for Processing (Employee Name)

Employee Signature/Date (Who received and logged Payment)  
Fiscal/TPL/CSED Receipt Received Date

6. Once the check is entered on the log, give the check to the 2<sup>nd</sup> staff member to enter the information on the Payment Receipt Form. A separate Payment Receipt Form will need to be filled out for each payment. The staff member who enters the information on the log should never be the same person to fill out the Payment Receipt Form.

**If the participant is present, make sure all the information is entered and they have signed and dated the Payment Receipt Form before they leave.**

**Check Processing:** The 2<sup>nd</sup> staff member will enter all the pertinent information on the Payment Receipt Form and staple the check to Fiscal Bureau's, TPL's, or CSED's (pink) copy. This form is filled out for each check received.

**Cash Processing:** The 1<sup>st</sup> person who received the money will count it and enter the information on the log. The information is also written on the currency envelope along with the initials of the individual who accepted the cash. The cash and the envelope are delivered to the 2<sup>nd</sup> staff member to verify. While both staff members are present, complete the information on the envelope, place the currency inside and seal the envelope. The 2<sup>nd</sup> staff person completes the Payment Receipt Form for each transaction and attaches Fiscal Bureau's, TPL's, or CSED's copies to the envelope. **Cash cannot be accepted for Food Stamp payments. It must be a check or money order.**

**Foreign Currency:** Contact the Fiscal Bureau Accounts Receivable or Collection Supervisor to find out the rate of exchange immediately upon receipt.

**Form Distribution:** The first (**white** original) copy of the four-part Payment Receipt Form is given to the **participant** as a **receipt**. If the participant is not present, mail the receipt to the address on the envelope in which the payment was received.

The second and third part of the form (**yellow** and **pink**) is attached to the check or cash envelope and sent to the **TPL Unit, CSED, or Fiscal Bureau**.

**Preparation (Before Mailing):** Separate the Child Support Payment Receipt Forms, TPL Unit Payment Receipt Forms and the Fiscal Bureau's forms. Using an adding machine or an Excel spreadsheet, add all the checks and currency for each batch. Attach a copy of the adding machine tape or the spreadsheet to each batch of checks/currency, initial and date. Verify that the Payment Receipt Forms are already attached to the checks/currency.

**► Mailing:**

Establish a daily deadline for all checks and currency to be processed. Mail every Friday or immediately upon receiving \$200 in cash or if the total collections exceed \$750. Send to **DPHHS/Fiscal, CSED, or TPL Unit** via regular mail.

**CSED payments are mailed to:**

TAPP  
CSED  
PO BOX 5955  
HELENA, MT 59620.

If you have questions concerning the CSED payments, please contact Technical Accounting & Payment Processing (TAPP).

**Examples of CSED payments include:**

Child Support Repayment of Public Assistance Benefits  
Child Support received after approval for TANF

**TPL Unit payments are mailed to:**

TPL UNIT  
PO BOX 202953  
HELENA, MT 59620.

If you have questions concerning TPL Unit payments, please contact Lana Haynes.

**Examples of TPL payments include:**

Third Party Liability (TPL)  
Accident Insurance Reimbursement  
Estate Recoveries  
Health Insurance Reimbursement  
Premium Payment  
VA Aid & Attendance  
Conditional Assistance

Medicaid Program  
Excess Resources  
Unreported Income VA Unreported

Special Needs Trust

**All of the other payments listed on the form are mailed to:**

DPHHS/FISCAL  
PO BOX 4210  
HELENA, MT 59604



If you have PAB questions or concerns, please contact the individual program policy specialist.

**Examples of other payments include:**

Food Stamp Allotment Repayment (*Cash **not** accepted*)  
Cash Assistance Repayment  
Interim Assistance Reimbursement (SSI)  
TANF Benefits  
Other TANF Supportive Service

The fourth part of the form (**gold**) is retained at the **county** and attached to the **log**.

Once the Fiscal Bureau, CSED, or TPL Unit signs and dates their copies, they will detach the bottom (yellow) copy to send **back** to the county. The county then enters the date returned on the log and files the (**yellow**) copy in the **recipients/clients file** as proof of deposit.

**Fiscal Bureau,  
TPL Unit, or CSED**

1. Once the Fiscal Bureau, TPL Unit, or CSED receives the checks or currency, the amounts on the adding machine tape or Excel spreadsheet should be verified with the Payment Receipt Forms.
2. The box checked on the form will correlate to a speed chart number.
3. **Fiscal Bureau, TPL Unit, or CSED employee** will enter the date the payment is received, speed chart number if applicable, date the yellow copy is mailed to the OPA, Fiscal, TPL Unit, or for CSED, the CSED employee's signature and date. By entering this information, the Fiscal Bureau, TPL Unit, or CSED is confirming that they have received the currency and/or checks attached to the Payment Receipt Form.

The Fiscal Bureau, TPL Unit, or CSED employee who receives the payment will detach and **mail** the second copy (**yellow**) of the **form back** to the originating county as a receipt of the currency and/or checks.

Fiscal Bureau, TPL Unit, and CSED will then follow their normal deposit procedures. In conjunction, TPL will verify the amount paid to the amount

owed.

- COUNTY OFFICE** Review log to identify and follow up on all missing yellow receipts from the Fiscal Bureau, TPL Unit, and/or CSED. If you have questions, please contact Fiscal Bureau Accounts Receivable for help.
- Safekeeping:** During working and non-working hours the checks and currency are required to be secured in a safekeeping area. If the staff member must leave their work area while processing the deposit, lock the checks in the secured area until the staff member returns. A secured area is a fireproof locked box or safe not accessible by the public. Keys are to be secured at all times. Preferably only two staff members should have access to these keys. An access registry for the keys shall be kept on file.
- Retention:** The log and the office copies of the forms will be kept on file for three (3) Federal fiscal years (Oct 1 through Sept 30). The county office will be responsible to make sure the deposit receipt date is entered on the log for each payment sent to the TPL Unit, Fiscal Bureau or CSED.
- Warrant Cancellations** County offices may occasionally be notified of a lost or stolen warrant. In order to have a replacement check issued, the State of Montana requires the payee to fill out a form. To request this form contact Fiscal Bureau Accounts Payable.
- To reissue a stale-dated warrant, contact Fiscal Bureau Accounts Payable for the State of Montana form.

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